



STATE OF IOWA
MASTER AGREEMENT
 Contract Declaration and Execution

EFFECTIVE BEGIN DATE: 10-01-2008
 EXPIRATION DATE: 09-30-2009
 PAGE: 1 of 4

Gumdrop Books

VENDOR: (a division of Central Programs, Inc.)

CENTRAL PROGRAMS
 802 N 41st St
 PO Box 505
 Bethany, MO 64424
 USA

VENDOR CONTACT:
 Lisa Haxmeier
PHONE: 800-821-7199 **EXT:**
EMAIL: wecare@gumdropbooks.com

ISSUER:
 JEANETTE CHUPP
PHONE: 515-281-6288
EMAIL: Jeanette.Chupp@iowa.gov

FOB FOB Dest, Freight Prepaid

Contract For: Books and Publications

The parties agree to comply with the terms and conditions on the following attachments which are by this reference made a part of the Agreement. Attachment 1: General Terms and Conditions for goods contracts posted at: http://das.gse.iowa.gov/terms_goods.pdf. Attachment 2: RFP 0707005010 of Sept. 8, 2006, on file with the Iowa Dept. of Administrative Services/GSE. IMPORTANT.... Customer Service/Support Contact: Lois Woodward. Phone 800-821-7199 or 660-425-7777. FAX 866-321-7199 or 866-321-7199. E-Mail Address: wecare@gumdropbooks.com. Web-Site Address: www.gumdropbooks.com. On-Line or hard-copy orders accepted. Payment Terms: Net 30 or MasterCard State Procurement Card. No Minimum Order. FOB Destination. Regular delivery time: 14 to 21 days. Refund Policy: refund, return or correct identified problems when notified of unacceptable situation. FAX Back Order Confirmations: order confirmations shall be faxed back upon request. Backorders carried 6-months upon special request.

RENEWAL OPTIONS

FROM 10-01-2009 **TO** 09-30-2010
FROM 10-01-2010 **TO** 09-30-2011
FROM 10-01-2011 **TO** 09-30-2012

AUTHORIZED DEPARTMENT
 ALL

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR		STATE OF IOWA	
CONTRACTOR'S NAME (If other than an individual, state whether a corp., partnership, etc.) Central Programs, Inc. d/b/a Gumdrop		AGENCY NAME <i>Dept. of Administrative Services</i>	
BY (Authorized Signature) <i>Lisa Haxmeier</i>	Date Signed Books 08-27-08	BY (Authorized Signature) <i>Jeanette Chupp</i>	Date Signed Aug-27-2008
Printed Name and Title of Person Signing Lisa Haxmeier Bid Coordinator		Printed Name and Title of Person Signing Jeanette Chupp	
Address P.O. Box 505 Bethany, MO 64424		Address <i>Houser Bldg., Des Moines, Iowa</i>	



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LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
1	0.00000		7151034	\$0.000000 \$0.000000
			BOOKS, MISCELLANEOUS (BY TITLE OR PUBLISHER) BOOKS, MISCELLANEOUS (BY TITLE OR PUBLISHER) Review publications at web-site: www.gumdropbooks.com. Discounts/Service applicable as listed herein.	Note:
2	0.00000		7151037	\$0.000000 \$0.000000
			BOOKS, LIBRARY Juvenile Trade Hardcover Editions = 0 to 70% discount	
3	0.00000		7151037	\$0.000000 \$0.000000
			BOOKS, LIBRARY Single Edition, Reinforced high-quality Binding = 0 to 70%	
4	0.00000		7151037	\$0.000000 \$0.000000
			BOOKS, LIBRARY Publisher Library Editions = 0 to 70% discount	
5	0.00000		7151037	\$0.000000 \$0.000000
			BOOKS, LIBRARY Reference Editions = 10% discount	
6	0.00000		95610	\$0.000000 \$0.000000
			Cataloging Services Jacketing as part of shelf-ready processing. Mylar covers attached to books with dust covers at no additional cost as part of shelf-ready processing.	
7	0.00000	EA	95610	\$0.500000 \$0.000000
			Cataloging Services Jacketing without shelf-ready processing. Mylar covers.	
8	0.00000	EA	95610	\$0.810000 \$0.000000
			Cataloging Services Processing with Security Device Attached	
9	0.00000	EA	95610	\$0.480000 \$0.000000
			Cataloging Services Processing with Date Due Slip Attached.	
10	0.00000	EA	95610	\$0.550000 \$0.000000
			Cataloging Services Processing with Book Pocket Attached	
11	0.00000	EA	95610	\$0.000000 \$0.000000
			Cataloging Services Processing with MARC (Machine readable) Records (No-Charge)	
12	0.00000	EA	95610	\$0.690000 \$0.000000



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LINE NO.	QUANTITY / SERVICE DATES	UNIT	COMMODITY / DESCRIPTION	UNIT COST / PRICE OF SERVICE
Cataloging Services				
Catalog Card Kits (standard option)				
13	0.00000	EA	95610	\$1.120000
				\$0.000000
Cataloging Services				
Cataloging and Processing (Shelf Ready)				
14	0.00000	SET	95610	\$0.530000
				\$0.000000
Cataloging Services				
3 inch by 5 inch, 5-Card Set				
15	0.00000	KIT	95610	\$1.150000
				\$0.000000
Cataloging Services				
Loose Jacket and Card Kit				



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TERMS AND CONDITIONS

Terms & Conditions Goods

The parties agree to comply with the terms and conditions on the following web site which are by this reference made a part of the Agreement.

General Terms and Conditions for goods contracts are posted at: http://das.gse.iowa.gov/terms_goods.pdf



Gumdrop Books, a division of Central Programs, Inc.

Review publications at web-site: www.gumdropbooks.com

Applicable Discounts:

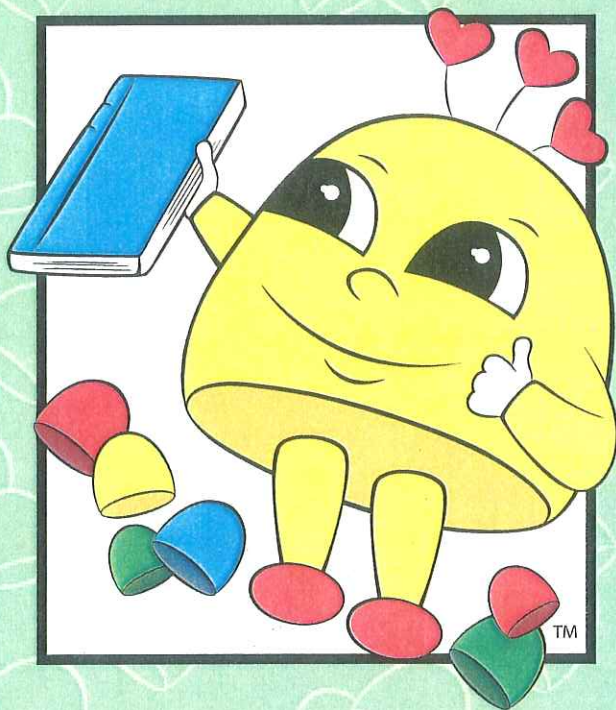
- A. Juvenile Trade Hardcover Editions (Gumdrop K-12 Extended Price List)
Zero to 70 % discount
- B. Single Edition, Reinforced high-quality binding (Gumdrop K-12 Extended Price List)....
Zero to 70 % discount
- C. Publisher Library Editions (Gumdrop K-12 Extended Price List).....
Zero to 70 % discount
- D. Reference Editions (Gumdrop K-12 Extended Price List)
10 % discount

Cataloging and Processing Options:

- A. Jacketing: Mylar covers attached to books with dust covers at no additional cost
as part of shelf ready processing.
Without shelf ready processing, mylar covers are 50 cents each
- B. Security device attached 81 cents each
- C. Date due slip attached 48 cents each
- D. Book pocket attached 55 cents each
- E. MARC (Machine readable) Records.. No-Charge
- F. Catalog Card Kits (standard option)... 69 cents each
- G. Cataloging and processing (shelf ready)... \$ 1.12 each
- H. 3" X 5", 5-Card Set 53 cents each
- I. Loose Jacket and Card Kit \$ 1.15 per set

GUMDROP BOOKS™

a division of Central Programs, Inc.



State of Iowa
RFP 0707005010
Books and Publications

PUBLIC COPY

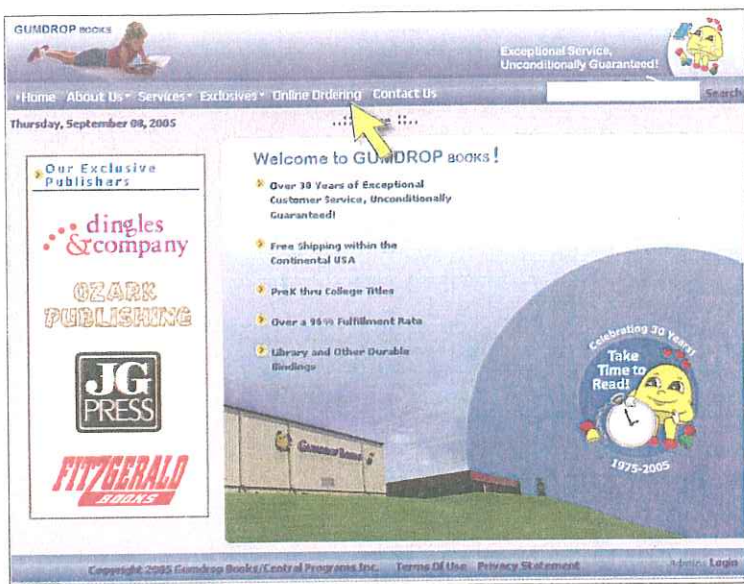
NEW Gumdrops BooksTM Online Ordering!

- Access orders 24 hours a day, 7 days a week.
- Find titles by any criteria including keywords, Dewey, reading levels and more through our easy-to-use search engine.
- Know what you're buying. View cover scans and title descriptions.
- Create one or more shopping carts and save selections up to 90 days. We'll remind you before expiration.

www.gumdropbooks.com

Online Ordering includes Gumdrops' famous
exceptional service, unconditionally guaranteed— plus

- Great Selection of Accelerated Reader® and Scholastic Reading Counts!™ titles
 - Competitive Prices on High Quality Products • Up to 70% discount
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 - Free shipping within USA and Canada



The next window will ask for an email address and password.

If you do not have an online account with Gumdrop Books™, click on the New User button.

Getting Started

Go to www.gumdropbooks.com.
Click on Online Ordering in the menu bar.

Please fill in your contact information and submit to Gumdrop Books™.

Our professional customer service staff will contact you within one business day when your account is ready for shopping.

Any Questions?

Contact us toll free (800) 821-7199, Fax (866) 321-7199, or e-mail wecare@gumdropbooks.com.

Our professional customer service staff is ready to assist you.



GUMDROP BOOKS™

802 N. 41ST
PO Box 505
Bethany, MO 64424

Toll Free **800.821.7199**
Direct Tel **660.425.7777**
Fax **660.425.3929**

Email wecare@gumdropbooks.com

Scope of Work

Chapter III

3.2 Publication Categories, Services and Customer Service

Our publication categories include:

- Publication Category 2: Juvenile Trade Hardcover Editions
- Publication Category 6: Single Edition, reinforced high quality binding
- Publication Category 7: Publisher Library Editions
- Publication Category 9: Reference only

Our publication services include:

Service #2: Cataloging and book processing services to the specification of each library.

Our Customer Service categories include:

Customer Service #1: Fax back: we will fax back, upon request, an order confirmation form when an order has been placed.

Customer Service #3: Internet Ordering Option (traditional Based vendors): www.gumdropbooks.com The online screens will direct new users on setting up an account, establishing a user name and password.

3.3 Technical Requirements and Services

- A. General: We are able to provide, at quoted prices, items listed in our Price List or online catalog.
- B. Publisher's Trade List Annual: We constantly update our listing of publishers, adding or eliminating in the course of general business. Please see the attached listing of publishers with whom we most regularly do business as well as our Exclusives listing.

C. Gumdrop Books currently lists approximately 22,500 titles as their regular stock. On average, the number of volumes in our warehouse inventory is 2,000,000. Of the 2,000,000 volumes, 99% of those are library bound and 1% trade bound.

D. We understand a resulting contract to be non-restrictive to State Library or other libraries and State Facilities of Iowa.

D. Ordering from Vendor Location: Traditional Land Based Vendor: Orders shall be initiated by means of paper, web-based electronic order, phone or fax.

F. Electronic Internet Ordering:

Gumdrop Books does not charge for the convenience of using our secure online catalog. Our online system includes:

- Order and selection
- Typing services for PO preparation
- Wish list shopping cart up to 90 days
- Book descriptions
- Professional reviews
- Cataloging profile form available online
- Gumdrop Books offers the service of ordering Accelerated Reader quiz custom disk (at cost) from Renaissance Learning for your library needs. Each title listed in our Accelerated Reader Catalog has test questions that were prepared from the contents by Renaissance Learning. Schools using the Accelerated Reading Program have encountered a considerable increase in student participation in the reading program.

G. Delivery and Fulfillment: 96% of our orders are shipped complete, with delivery within 14-21 days.

- H. We can accommodate requirements of the contract that require "RUSH" or expedited separate handling.
- I. Our return policy is to refund or replace any problem or any concern – PERIOD.
- K. Non-Availability Reporting:
We provide a free Typing Service: a detailed list of titles with current pricing that may be used for purchase order preparation. Unavailable titles are listed as such in the invoice.
- L. Communications: Our toll free number: 800-821-7199 is available Monday through Friday, from 7 a.m. to 5 p.m. to facilitate and expedite orders and routine business. Also for your convenience we have a toll free fax: 866-321-7199; and an email: wecare@gumdropbooks.com
- M. We can provide a quarterly usage report to the State Purchasing Agent in the format report requested.
- N. Our cataloging include the following listed services:

- a. Jacketing: Mylar covers attached to books with dust covers at no additional cost as part of shelf ready processing. Without shelf ready processing, mylar covers are \$.50 each.
- b. Security device attached: \$.81
- c. Date due slips attached: \$.48
- d. Book pocket attached: \$.55
- e. MARC Records - FREE
- f. Catalog kits (standard option): \$.69
- g. Cataloging and processing (shelf ready): \$ 1.12

Please see the attached sheet for full listing of processing options.

M. **Freight Terms of FOB Destination:** There will be no shipping charges for orders from State of Iowa Facilities, Departments, Committees and Political Sub-Divisions of the State of Iowa.

N. and O. Training Requirements: Our help desk, technical support is available at our toll-free number, 800-821-7199.

P. We will furnish copies of our Price list to any facility or agency requesting it, or they can review our products online at:
www.gumdropbooks.com

Q. There will be no fuel surcharges applied to any orders placed through Gumdrop Books.

R. There is no minimum order requirement.

S. All required literature for the use and maintenance of our contract will be provided at no additional charge.

T. All discounts listed in the proposal will remain firm and fixed for the contract period and for any renewal periods with no freight charges included.

U. All Adult Rated and/or Erotic Materials will be excluded from this project.

V. All discount and/or promotions will be passed on as part of the proposal.

W. A free quote is available to any facility requesting one prior to placement of an order. We do not provide subscription services.

X. OPTIONAL SERVICES: Gumdrop has acquired Mitinet, Inc., the TOP name in Library Solutions. MARC Wizard Library Resource Suite™, includes Marc Magician, Marc Mechanic Marc Wizard and other components that help keep a library running at optimum efficiency.

New! Lexile® Match adds the most current, accurate registered Lexile® measures to your library system. Additionally, Lexile® Measures significantly increases the number of titles available for use with The Lexile Framework®—an industry first! Lexile® Measures is a component of the MARC Wizard Library Resource Suite™, a

phenomenal yet affordable software suite designed to clean, enhance, protect and expand library databases easily and quickly. The Wizard includes other components such as the new AR match™ to add and verify Accelerated Reader® test information and the award-winning MARC Magician® cataloging software. Powered by Mitinet, Inc., these innovative tools and services increase circulation and reduce workload. Mitinet experts provide the best customized solutions and technical support in the industry. Mitinet, a Gumdrops Company, offers exceptional service, unconditionally guaranteed

List of Publishers

ABC-Clio • Aladdin • Albert Whitman & Company • American Education Publishing

ARO Publishing • Blackbirch Press® • Book Sales, Inc.

Buenas Letras® • Career Press, Inc. • Castle Books • Chartwell Books, Inc.

Cherrytree Books • The Child's World® • Chrysalis Education

Citadel Press • Crabtree Publishing Company • Creative Editions

Creative Education • Dafina Books • **dingles & company** • DK Publishing, Inc

Encyclopaedia Britannica Inc. • **Fitzgerald Books**

Gareth Stevens Publishing • Greenhaven Press® • Harper Collins Publishing

JG Press • Kensington Publishing Corp. • KidHaven Press™

Lucent Books® • Macmillan Reference USA • Mason Crest Publishers

Morgan Reynolds Publishing • New Line Books • The Oliver Press, Inc.

Ozark Publishing • Parragon Publishing • Perfection Learning®

PowerKids Press® • PowerKids Press® Primary Source

PowerPlus Books™ • PowerStart Press™ • QEB Publishing

Raven Tree Press, LLC • Rebo Publishers • Renaissance Learning

Rosen Central® • Rosen Primary Source™

Rosen Publishing Group® • Rourke Publishing LLC

School Specialty® Children's Publishing • Sea-to-Sea Publishing

Simon & Schuster, Inc. • Smart Apple Media • Standard Education Corp.

Stargazer Books • Thameside Press

Time Inc. Home Entertainment • U•X•L • Waterbird Books

Weekly Reader Early Learning Library™ • Wellfleet Press

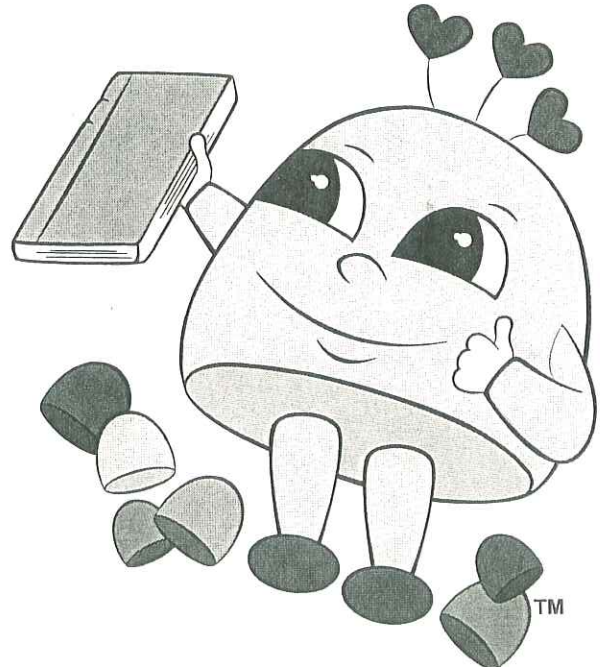
Weigl Publishers, Inc. • World Almanac® Books • World Almanac Library

Partial listing - Subject to Change

Gumdrop Books

Offers *Exclusive* Titles From:

- **Fitzgerald Books**
 - Including Haitian Creole Titles
- **Ozark Publishing**
 - Including Bilingual Spanish Titles
- **Dingles & Company**
 - Including French and Spanish Bilingual Titles
- **J.G. Press**



CUSTOM CATALOG CARDS & DISKETTES GUMDROP BOOKS

*Revised Processing Sheet

FOR OFFICE USE

Cust _____
Sch PO _____

1) Check (✓) one of the following (required): MARC Records FREE

US MARC (852 Holdings) _____ 1987 MICROLIF _____ US MARC (949 Holdings) _____ N/C

Additional services (ONLY when ordering MARC records):

_____	Catalog card kit (1 main entry, 2 shelf lists, title card, subject cards, added entries, date due card, label set-1 for pocket & 1 for spine, peel and stick book pocket)	1 per book (standard option)69
_____	Catalog cards only (1 main entry, 2 shelf lists, title card, subject cards, added entries)	1 per book (standard option)28
_____	Main entry card	1 per book (standard option)16
_____	Shelf list card	1 per book (standard option)16
_____	Date due card (imprinted with call number, author, title - lines on both sides)12
_____	Date due slip05
_____	Peel & stick book pocket with date due grid (without school name)12
_____	Label set (includes 1 printed label for book pocket and 1 printed spine label)17
_____	Spine label only06
_____	Transparent spine label protector06
_____	Barcode label08
_____	Label protector05
_____	AR Custom Quizzes (20-title minimum) # of Titles _____		\$2.99 per quiz
_____	Receive quizzes by _____ CD (shipping \$16.00) _____ Email _____ Email Address _____		
_____	Gumdrop Identification Label for Accelerated Reader Books Generic _____ Superior _____		.07
_____	Blue AR Label07
_____	Lexile Measure Label _____ Mitinet Measure Label07
_____	Property Label07
_____	Theft Protection - 3M _____ Checkpoint 8.2 mhz _____ Checkpoint 9.5 mhz _____		.38
_____	Shelf-ready processing (indicate placement on Shelf-Ready Processing page)	(LABOR ONLY PRICE)	.43

Library name as it is to appear on barcode labels and/or reports: (30 positions including punctuation and spaces) -- Total \$ _____

Library software: _____ Version #: _____

Starting BARCODE number: _____ SYMBOLGY: _____

Computer type:	MARC Records Media type:	Union Database:
<input type="checkbox"/> PC or Windows	<input type="checkbox"/> CD-ROM <input type="checkbox"/> Email <input type="checkbox"/> Diskette	Location Code _____
<input type="checkbox"/> Macintosh	Email Address _____	Sublocation Code _____

2) Cataloging Classification Options for Catalog Cards and Barcodes/Diskettes

Place an X in front of the desired option in each column. If no option is marked, the standard option, listed first in each column, will be used.

CLASSIFICATION PREFIX	CLASSIFICATION OPTION	NUMBER OF MAIN ENTRY LETTERS	EXAMPLES
Individual Biography			
_____ Follow nonfiction prefixes specified page 2 (std. option)	_____ B (standard option)	_____ 3 Biographee letters (std. option)	Standard Options
_____ None	_____ 92	_____ 2 Biographee letters	2nd, 3rd, 5th Options
	_____ 921	_____ 1 Biographee letter	
	_____ None	_____ None	B
	_____ Other constant: _____	_____ Biographee's last name	Job
	_____ Dewey by subject		921 Johnson
Easy Books (Fiction Grades K-3)			
_____ None (standard option)	_____ E (standard option)	_____ 3 Main entry letters (std. option)	Standard Options
_____ J _____ above Dewey _____ in front of Dewey	_____ F	_____ 2 Main entry letters	4th, 2nd, 1th Options
_____ j _____ above Dewey _____ in front of Dewey	_____ Fic	_____ 1 Main entry letter	
_____ Juv _____ above Dewey _____ in front of Dewey	_____ FIC	_____ None	E
_____ JUV _____ above Dewey _____ in front of Dewey	_____ None	_____ Author's last name	Seu
_____ E _____ above Dewey _____ in front of Dewey	_____ Other constant: _____		Juv
_____ Other constant: _____			F
			Seu
Fiction Grades 4-8			
_____ None (standard option)	_____ F (standard option)	_____ 3 Main entry letters (std. option)	Standard Options
_____ J _____ above Dewey _____ in front of Dewey	_____ Fic	_____ 2 Main entry letters	5th, 1st, 2nd Options
_____ j _____ above Dewey _____ in front of Dewey	_____ FIC	_____ 1 Main entry letter	
_____ Juv _____ above Dewey _____ in front of Dewey	_____ None	_____ None	F
_____ JUV _____ above Dewey _____ in front of Dewey	_____ Other constant: _____	_____ Author's last name	Blu
_____ Other constant: _____			JUV
			F
			Bl
Fiction Grades 9 and above			
_____ None (standard option)	_____ F (standard option)	_____ 3 Main entry letters (std. option)	Standard Options
_____ J _____ above Dewey _____ in front of Dewey	_____ Fic	_____ 2 Main entry letters	1st, 3rd, 2nd Options
_____ j _____ above Dewey _____ in front of Dewey	_____ FIC	_____ 1 Main entry letter	
_____ Juv _____ above Dewey _____ in front of Dewey	_____ None	_____ None	F
_____ JUV _____ above Dewey _____ in front of Dewey	_____ Other constant: _____	_____ Author's last name	Fre
_____ Other constant: _____			FIC
			Fr

2) Cataloging Classification Options (continued)

[OFFICE USE Cust _____ Ord _____]

CLASSIFICATION PREFIX	CLASSIFICATION OPTION	NUMBER OF MAIN ENTRY LETTERS	EXAMPLES	
Non-fiction Grades K-3				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> J above Dewey in front of Dewey <input type="checkbox"/> J above Dewey in front of Dewey <input type="checkbox"/> Juv above Dewey in front of Dewey <input type="checkbox"/> JUV above Dewey in front of Dewey <input type="checkbox"/> E above Dewey in front of Dewey <input type="checkbox"/> Other constant: _____	<input type="checkbox"/> Dewey number (std. option) <input type="checkbox"/> None <input type="checkbox"/> Other constant: _____	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	Standard Options	2nd above, 1st, 1st Options
			599 Bur	J 599 Bur
Non-fiction Grades 4-8				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> J above Dewey in front of Dewey <input type="checkbox"/> J above Dewey in front of Dewey <input type="checkbox"/> Juv above Dewey in front of Dewey <input type="checkbox"/> JUV above Dewey in front of Dewey <input type="checkbox"/> Other constant: _____	<input type="checkbox"/> Dewey number (std. option) <input type="checkbox"/> None <input type="checkbox"/> Other constant: _____	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	Standard Options	3rd above, 1st, 2nd Options
			598 Car	j598 Ca
Non-fiction Grades 9 and above				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> J above Dewey in front of Dewey <input type="checkbox"/> J above Dewey in front of Dewey <input type="checkbox"/> Juv above Dewey in front of Dewey <input type="checkbox"/> JUV above Dewey in front of Dewey <input type="checkbox"/> Other constant: _____	<input type="checkbox"/> Dewey number (std. option) <input type="checkbox"/> None <input type="checkbox"/> Other constant: _____	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	Standard Options	1st, 1st, 3rd Options
			796.332 Ros	796.332 R
Collective Biography				
<input type="checkbox"/> Follow nonfiction prefixes previously specified (std. option) <input type="checkbox"/> None	<input type="checkbox"/> 920 (standard option) <input type="checkbox"/> BC <input type="checkbox"/> 92 <input type="checkbox"/> None <input type="checkbox"/> Other constant: _____ <input type="checkbox"/> Dewey by subject	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	Standard Options	2nd, 1st, 3rd Options
			920 Jos	920 J
Story Collections				
<input type="checkbox"/> Follow fiction prefixes previously specified (std. option) <input type="checkbox"/> None	<input type="checkbox"/> F (standard option) <input type="checkbox"/> Fic <input type="checkbox"/> FIC <input type="checkbox"/> 808.8 <input type="checkbox"/> SC <input type="checkbox"/> None <input type="checkbox"/> Other constant: _____	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	Standard Options	2nd, 4th, 2nd Options
			F Kna	808.8 Kn
Foreign Language				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> MARC code (Spa, Fre, Ger) <input type="checkbox"/> MARC code all caps (SPA, FRE, GER) <input type="checkbox"/> Two letter codes (Sp, Fr, Gr) <input type="checkbox"/> Two letter codes all caps (SP, FR, GR)	<input type="checkbox"/> Dewey by language <input type="checkbox"/> Dewey by subject on non-fiction, fiction, easy, and biographies as specified above	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	Standard Options	2nd, 2nd, 2nd Options
			468 Mor	Spa 613 Mo
Reference (Dictionaries and Encyclopedias)				
<input type="checkbox"/> None (standard option) <input type="checkbox"/> R above Dewey number <input type="checkbox"/> Ref above Dewey number <input type="checkbox"/> REF above Dewey number <input type="checkbox"/> Other constant: _____	<input type="checkbox"/> Dewey number	<input type="checkbox"/> 3 Main entry letters (std. option) <input type="checkbox"/> 2 Main entry letters <input type="checkbox"/> 1 Main entry letter <input type="checkbox"/> None <input type="checkbox"/> Author's last name	Standard Options	4th, 1st, 3rd Options
			423 Mer	REF 423 M
Nonprint Media Prefix				
<input type="checkbox"/> General Materials Designation (GMD) (standard option) <input type="checkbox"/> None <input type="checkbox"/> Other constant: _____ (same for all nonprint media on order)				

OTHER OPTIONS

All Main Entry letters for this order to be

- ☐ Upper/ lower case (standard option)
☐ All capitalized

All Dewey numbers for this order

- ☐ Dewey to the first prime (standard option)
☐ End abridged Dewey number _____ number places after decimal point

Subject Headings for cards

(Pick one from list below)

- ☐ Sears (std. option)
☐ Library of Congress
☐ Library of Congress Childrens (LCAC)

Subject Headings for data disk

(Pick any or all from list below)

- ☐ Sears (std. option)
☐ Library of Congress
☐ Library of Congress Childrens (LCAC)

Barcode Symbology Choices: Sample Barcode

- Code 3 of 9 / No check digit
 Code 3 of 9 / Mod 10 check digit
 Code 3 of 9 / Mod 43 check digit
 Code 3 of 9 / MLS check digit
 (MLS brand software only)
 Codabar / No check digit
 Codabar / Mod 10 check digit
 Interleaved 2 of 5 / Follett check digit
 (Follett Classic)
 Interleaved 2 of 5 / No check digit
 Barcode 4 (Winnebago Apple DOS only)
 Don't know (Use "normal" symbology and check digit for my software system)

SPECIAL INSTRUCTIONS

SATISFACTION GUARANTEED...

It is very important that you check your shipment immediately upon delivery to determine any occurrence of damage in transit and notify us and the carrier accordingly for prompt resolution. Processed or defaced books may not be returned unless the problem results from error by **GUMDROP** or the publisher.

GUMDROP BOOKS™

802 N 41st Street
P.O. Box 505
Bethany, MO 64424

Telephone:

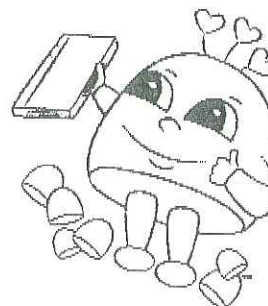
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Spine label position:

- ☐ Standard - 2" from the bottom of label
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☐ Other _____

Gumdrop Identification Labels for Reading Programs:

- 1st Label**
☐ Directly above spine label
☐ Directly below spine label
☐ Inside front cover
☐ Unfastened
☐ Other _____

- 2nd Label**
☐ Directly above spine label
☐ Directly below spine label
☐ Inside front cover
☐ Unfastened
☐ Other _____

Pocket position:

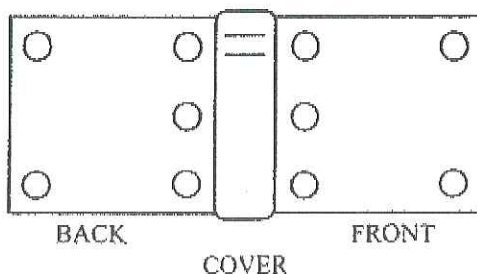
- ☐ Back flyleaf
☐ Front flyleaf
☐ Back inside cover
☐ Front inside cover
☐ Unfastened

Date Due Slip position:

- ☐ Back flyleaf
☐ Front flyleaf
☐ Back inside cover
☐ Front inside cover
☐ Unfastened

Barcode position #1:

Please check if applicable.



- ☐ Unfastened
☐ Horizontal ☐ H
☐ Vertical ☐ V

- ☐ Number by spine.
☐ Number away from spine.

Theft Protection position:

- ☐ Spine
☐ Pocket
☐ Unfastened
☐ Other _____

Barcode position #2:

Please indicate the precise location below.

- ☐ Unfastened
☐ Horizontal ☐ H
☐ Vertical ☐ V

- ☐ Number by spine.
☐ Number away from spine.



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